

**APPENDIX E**

**PARENTAL NOTIFICATION LETTER**

## PARENTAL NOTIFICATION LETTER

[DATE]

Dear Parent or Guardian,

Your child's school is taking part in a national evaluation of new teachers, sponsored by the U.S. Department of Education. This evaluation is being conducted by Mathematica Policy Research, Inc., a national policy research firm, in collaboration with [DISTRICT NAME]. This study focuses on effective ways to support beginning teachers.

We will administer a few surveys to your child's **teacher** throughout the year and observe him/her teaching the class. As part of the study, in the summer of 2006, we will ask the school for school data that are **not** tied back to individual students. We will ask for classroom averages on items such as math and reading tests, attendance and disciplinary issues. Neither your child's name nor any specific identifiable information will ever be sent to Mathematica. In this way, the confidentiality of students will be assured.

There are no potential risks to your child. The study will not interfere with classroom time. Participation is voluntary. If you do not want your child's anonymous school records included in the study, please call Pat Nemeth, toll-free at Mathematica Policy Research, at 800-XXX-XXXX. I'll need to know the child's name, teacher's name, school, city and state.

Sincerely,